

RULES AND ORDERS  
OF THE  
PUBLIC INFIRMARY  
*At Cambridge,*

BUILT BY  
DR. ADDENBROOKE,  
AND  
Supported by Voluntary Subscriptions.

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RULES AND ORDERS  
OF THE  
PUBLIC INFIRMARY

*At Cambridge, &c.*

1. **T**HAT the Government of this Society be placed in the Hands of certain Persons, to be called, *The Governors of the Public Infirmary at Cambridge.*

2. That the Earl of *Hardwick*, Lord Lieutenant of the County, be President of this Society.

3. That all Benefactors of Twenty Guineas, or upwards, at one Time, be Governors during Life; and that all Subscribers of Two Guineas *per Annum* or upwards, be Governors during Payment: excepting only those Tradesmen, who shall sell any thing to the Infirmary.

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4. That



General  
Board.

4. That a General Board of Governors, be held at four stated Times in the Year, (that is to say, on the *Monday* after *March* the 24th, *June* the 23d, *September* the 28th, *December* the 25th,) and oftner upon special Occasions.

5. That the Power of making, and repealing Laws, of electing, and removing Officers, and the supreme Direction of all Affairs be vested only in the General Board, and that it consist of Nine at least.

Weekly  
Board.

6. That there be a Weekly Board of Governors, which shall consist of Five at least, to meet every *Monday* at Eleven of the Clock at the Infirmary.

7. That the Weekly Board regulate all Matters relating to the Admission, and Discharge of Patients, enquire into the Behaviour of Officers, and Servants, examine, and pass Accounts, order Payments, prepare Matters for the General Board, and transact such other Affairs, as shall be committed to them by the General Board.

Special  
General  
Board.

8. That the Weekly Board, Seven Members being present, have Power to summon a General Board, upon any special Occasion; giving, or sending Twenty Days Notice by Letter, to all the Governors, whose Address is known, and spe-



specifying therein the Business to be transacted; and publishing the same in the *Cambridge News-Papers*; and also affixing such Notice at the same Time in Writing upon the Gate of the Infirmary, and in the Board Room.

9. That the President at all Boards and Meetings take the Chair, but in his Absence the Members present chuse their own Chairman; and that the President or Chairman have a casting Voice.

10. That at every General Board, the Proceedings of the last General Board, and at every Weekly Board, the Proceedings of the last Weekly Board, shall be read over; and that no Order of either Board, shall continue longer in force, unless confirmed by such subsequent Board.

11. That the Proceedings of every Board be fairly registered.

12. That at the General Board in *June*, Treasurer. a Treasurer be annually chosen out of the Governors, who shall enter upon his Office at *Michaelmas* following; and shall give Bond in the Sum of One Thousand Pounds, to such Persons as the General Board shall appoint, for the due accounting for all such Money, as he shall receive for the Use of the Infirmary.

13. That the Treasurer pay all such Bills,

Bills, as shall be ordered by the General or Weekly Board, such Order being first signed by the Chairman, and countersigned by the Secretary.

Auditors.

14. That at the General Board in *June*, two Contributors be annually chosen, to inspect, and audit the Accounts of the Infirmary; and to report the State of the Accounts, from Time to Time to the General Board; and that they enter upon their Office at *Michaelmas* following.

Physicians and Surgeons.

15. That the Physicians and Surgeons of the Infirmary act as Governors at all General Boards.

Officers and Servants.

16. That a Matron, Apothecary, and Secretary, be from time to time appointed as Officers, and that a Porter, Nurses, &c. be appointed as Servants to attend the Infirmary.

Election of Officers.

17. That when any Vacancy shall happen in the Office of Physician, or Surgeon, or of Matron, Apothecary, or Secretary, the Weekly Board shall summon a General Board, to fill up the Vacancy, unless the Stated General Board shall happen in course at a convenient Distance; and then Twenty Days Notice shall be given of such Election, in the manner prescribed for Special General Boards.

18. That the Weekly Board have Power to



to remove Nurfes, and Servants, and to appoint others in their ftead, and (Seven Members being prefent) to fufpend the Matron, Apothecary, or Secretary, for mifbehaviour, and appoint others during their Suspension.

19. That the Minifters of the Parifhes <sup>Visiting</sup> in *Cambridge* be defired, by weekly Rota- <sup>Clergymen.</sup> tion, to vifit the Sick, to read Prayers every Day, and to adminifter the Communion at proper times.

20. That two, or more of the Contri- <sup>House</sup> butors be appointed at every Weekly Board <sup>Visitors.</sup> to vifit the Houfe, together, or by turns, once every Day for the enfuing Week; each of which, in cafe of Sicknefs, or neceffary Avocation, may appoint another Contributor to be his Deputy.

21. That the Houfe Visitors be Members of the Weekly Board.

22. That fuch Apothecaries of the <sup>Visiting</sup> Town, as are Subfcribers, be defired, by <sup>Apothecaries</sup> monthly Rotation, to vifit the Difpenfary whenever they pleafe, and to fee that the Houfe Apothecary does his Duty; and that they enter their Obfervations in a Book provided for that Purpofe.

23. That an annual Meeting of all the <sup>Yearly</sup> Contributors be held in *June*, on a Day to <sup>Meeting.</sup> be fixed at the preceding General Meeting; and



and that a Sermon be then preached before the Society.

24. That the President, or in his absence the Treasurer preside at the annual Meeting, and appoint the Preacher.

25. That a Report of the State of the Infirmary, and of the Number of Patients received, and discharged within the Year, with an Abstract of the proceedings of the Governors, and of the Accounts of the Infirmary be drawn up at the end of every Year, (*viz.*) at *Michaelmas*, by the Auditors of the preceding Year, and published for the Satisfaction of the Contributors.

Elections  
to be by  
Ballot.

26. That all Elections be by Ballot, and all Questions decided by a Majority of Votes present, which shall be taken by Ballot if required.

27. That in all Elections where there are more than two Candidates, if a Majority of the whole Number present does not appear for any one Candidate upon the first Scrutiny, the Chairman shall proceed to a second Election, leaving out the Candidate who has the fewest Votes, and so on till such a Majority be found.

28. That all annual Subscriptions entered before the opening of the Infirmary, be payable and deemed to commence on the

the Day of opening ; and that all subsequent Subscriptions be deemed to commence at the Quarter-Day preceding the time of subscribing, unless the Subscriber desires otherwise.

29. That to all Persons, whose Subscriptions shall be three Months in Arrear, a Monitory Letter shall be sent to prevent further Delay of Payment.

30. That no Treasurer, Auditor, Physician, or Surgeon, shall receive any Reward, Salary, or Gratuity from the Infirmary for his Service.

31. That no Patients, or Persons related to the Infirmary, do at any time presume on pain of Expulsion to give, or take of any Tradesman, Patient, Servant, Stranger, or other Person, any Fee, Reward, or Gratuity of any Kind, directly or indirectly, for any Service done, or to be done on account of the Infirmary.

32. That all Persons employed as Servants in the house be free from the Burthen of Children, and the Care of a Family, and, when first hired, not above the age of Fifty.

33. That a Table of the Rules and Orders, which relate to the Conduct of Patients, and Servants, be hung up in each Ward, and publicly read over every

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Sun-



*Sunday Morning*, by one to be appointed by the Matron.

Inventory to  
be kept.

34. That an Inventory be kept by the Secretary, and a Copy thereof by the Matron, of all the Household-Goods, and Furniture of the Infirmary; and that once a Year, at some convenient time before the Stated Board at *Michaelmas*, the Auditors do cause a Fresh Inventory to be made, and compare it with that of the preceding Year, as well as with the Account of what has been purchased since; and that as often as any thing shall be missing, the Matron, immediately declare it to the Visitors of the Week.

Method of  
dealing with  
Tradesmen.

35. That the Method of dealing with Tradesmen (unless when the circumstances of the Case require otherwise) be to publish an account of the Provisions, and Goods wanted, and a Notice for such Tradesmen as are willing to furnish the same to bring a Proposal sealed up to the Secretary, at a Day fixed.

Committee to  
buy Drugs.

36. That the Physicians, and Surgeons of the House, and Apothecaries who are Subscribers, be a Committee for buying Drugs, and that any three (one of them being an Apothecary) have power to act.

Liquors, &c.  
prohibited.

37. That the appointment of the particular Diet of the Patients be referred to their



their respective Physicians, or Surgeons, and that no other Provisions, or Liquors be brought into the House to the Patients, on any pretence whatsoever.

38. That a Charity Box be set up, and the Keys be kept, one by the Treasurer, and the other as the weekly Board shall appoint, and the Money therein collected be applied to the Use of the Infirmary.

Charity  
Boxes.

## ADMISSION, *and* DISCHARGE of PATIENTS.

39. That Patients be admitted, and discharged every *Monday* by the Weekly Board, between the Hours of Eleven, and Twelve.

Time of Ad-  
mission.

40. That no Patients be admitted, who are able to subsist themselves, and pay for Medicines.

Rules of Ad-  
mission.

41. That no Person be admitted a Patient, but by Recommendation of a Subscriber, or Benefactor, unless in cases which admit of no delay; in which cases the Apothecary, and Matron may receive Patients, giving immediate Notice to the Physician, or Surgeon of the Week.

42. That for every Guinea subscribed, and every Ten Guineas given in Benefac-

tions, the Subscriber, or Benefactor, shall have a right of recommending one In-Patient in the Year; but that no Contributor shall have more than one Patient in the House at one time; that Out-Patients be admitted by the Recommendation of such Subscriber, or Benefactor, without any Limitation of Number.

43. That Benefactors of less than Ten Guineas, have the Privilege for the Year ensuing their Benefaction, of recommending one In-Patient, (besides Out-Patients) for every Two Guineas given in Benefaction.

44. That the Physicians, and Surgeons of the Infirmary, have the Privilege of recommending Patients as Subscribers of Two Guineas.

45. That the Head Officer of any Society, or Body Corporate, or the Officers of a Parish, subscribing, or giving a Benefaction to the Infirmary, have the same power of recommending Patients with a Subscriber, or Benefactor of half the Value.

46. That no Subscriber's Recommendation be accepted, while his Subscription is in Arrear.

47. That a Letter signed by the Chairman of the Weekly Board, be sent to every



very Person recommending a Patient, acquainting him that the Person recommended is admitted, postponed, or rejected, (as the Case requires) and that the like Notice be given to the Person, who recommended, when a Patient is discharged.

48. That Persons who recommend Patients from distant places, may send their Cases drawn up by some Physician, Surgeon, or Apothecary, (*Post paid*) to which an Answer shall be returned, whether, and when, they shall be admitted. But that the Board be still at liberty to reject such Patients, if their Cases shall appear to have been misrepresented.

Patients at a  
Distance to  
send in their  
Cases.

49. That when there shall be want of Room in the Infirmary, for the Admission of all duly recommended, and qualified to be In-Patients; in cases of equal Exigency, the preference be given: *First*, to those who live at the greatest distance; *Secondly*, to those recommended by such Subscribers, and Benefactors as have not recommended any In-Patients within the Year; and *Thirdly*, to those recommended by the largest Contributors.

Preference of  
Patients

50. That Patients duly recommended, and qualified, who cannot be admitted for want of Room, be entered into the Books as In-Patients, and received into the House  
upon

upon the first Vacancies, and in the mean time treated as Out-Patients.

Cases of Ex-  
tremity.

51. That one Bed in each Ward be reserved, as a Provision for Accidents that require immediate Relief.

Excepted  
Cases.

52. That no Woman big with Child, no Child under seven Years of Age, (except in extraordinary Cases, such as Fractures, Stone, or where Couching, Trepanning, or Amputation are necessary) no Persons disordered in their senses, or subject to Epileptic Fits, suspected to have the Small-Pox or other infectious Distemper, having habitual Ulcers, Cancers not admitting of Operation, Consumptions, or Dropsies in their last stages, in a dying condition, or judged incurable, and for the present none in the Venereal Distemper, be admitted as In-Patients, or if inadvertently admitted, be suffered to continue.

Soldiers to  
pay their  
Subsistence.

53. That no Soldier be admitted an In-Patient, until his Officer has engaged to pay his Subsistence-Money to the Treasurer of the Infirmary, during such time as he shall continue there: except Soldiers on Furlough, when there is no Officer at hand to engage for them.

54. That all Persons admitted into the House,



House, and in two Months receiving no Patients re-  
Benefit, be discharged, unless the Physi- ceiving no  
cians, or Surgeons certify to the weekly Benefit to be  
Board, that there is a probability of their discharged.  
being cured, or receiving considerable  
Relief.

55. That when Patients are cured they Patients to  
be enjoined to return public Thanks, in return  
their respective places of divine Worship. Thanks.

## PHYSICIANS *and* SURGEONS.

56. That the Physicians, and Surgeons,  
one of each attend in their turns every  
*Monday*, at Eleven of the Clock, to exa-  
mine those who shall be recommended for  
Patients; to certify their Opinions of their  
Cases to the Board; and to prescribe for  
such as shall be admitted.

57. That the Physicians, and Sur-  
geons meet at the Infirmary every *Wed-*  
*nesday*, and *Friday*, at Eleven of the  
Clock, to visit their In-Patients, and con-  
sult upon difficult Cases; and that on  
every *Friday* they do likewise prescribe for  
their Out-Patients then on the Book, and  
minute down what Patients are proper to  
be discharged the *Monday* following.

58. That all Patients during their Con-  
tinuance,

tinuance, be under the Care of the Physician, or Surgeon, (and in mixed cases of both) whose turn it was to attend when they were admitted.

59. That each Physician, and Surgeon, visit his respective Patients at other times, as often as he shall judge necessary, or shall have notice of any sudden Emergency, from the Apothecary.

60. That each Physician, and Surgeon, whose Business or Indisposition shall oblige him to be absent, engage some other Physician, or Surgeon of the Infirmary to attend for him.

### M A T R O N.

61. That the Matron take care of all the Household Goods and Furniture, and be ready to give an Account thereof when required.

62. That she keep a daily Account of the Provisions, and other Necessaries that are brought into the House, and lay it before the Weekly Board every *Monday*.

63. That she take care that the Chambers, Beds, Clothes, Linen, and all other things within the Infirmary be kept clean.

64. That she keep a Diet Book, by which



which the Number of Patients on each Diet may be known.

65. That she cause the Names of the Patients to be called over in each Ward every Morning and Evening, and enter in the House-Visitors Book the Names of those who are absent.

66. That she take care of the Keys of the Doors, and see that the outer-Gates be always locked at Eight in the Evening, from *Michaelmas* to *Lady-Day*, and at Nine in the Evening from *Lady-Day* to *Michaelmas*.

67. That she see that the Nurses, Servants, and Patients do their Duty, and observe the Rules of the House, and in cases of misbehaviour or neglect, acquaint the Weekly Board, or House-Visitors therewith.

## HOUSE APOTHECARY.

68. That the House Apothecary fix two Tickets on each Patient's Bed, one specifying the Name of the Patient, together with that of the Physician, Surgeon, or both occasionally; and the other the Diet, according to the prescription of the Physicians, or Surgeons; and give a List of  
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the same to the Matron each prescribing day.

69. That he visit the Wards every morning, and be ready to report the State of the Patients to the Physicians, and Surgeons.

70. That he dispense no Medicines without the direction of the Physicians, or Surgeons, except in cases of Necessity, when they cannot be consulted; and that he report to the Physician or Surgeon what he has done.

71. That he make a Report to the Weekly Board, of all Patients received into the House in the foregoing week, and deliver a List at every Board, of such Patients as have been in the House two months.

72. That he do not presume to practice as an Apothecary out of the House, or attend any other Business than that of the Infirmary.

73. That no Drugs, or Medicines, be bought, without an order from the Board, or Committee for providing Drugs, except in case of necessity, and then, not without an order signed by one of the Physicians, or Surgeons.

74. That no Drugs, or Medicines be deposited among the Stores, till they have been first inspected by the Committee, for buying Drugs.

75. That



75. That the Apothecary and Matron be not out at the same time.

76. That he never be absent from the Infirmary, at the time when the Physicians, and Surgeons are to attend, nor at any other time above two Hours together ; and that he always give Notice to the Matron, and be within call ; that he be at home at Ten o'clock at farthest, in the Evening, and do not lie out of the House without special leave from the Board, or the House-Visitors ; that in such case, he appoint another Apothecary, who shall be approved by the Physicians, to officiate in his place.

## SECRETARY.

77. That the Secretary attend at every Board, to minute down, and register all Proceedings ; and that he be always ready to produce the Books and Accounts of the Society fairly written.

78. That he enter in a Register the Names of the Patients, who shall be taken in, and of the Out-Patients ; the Parish they belong to ; their Age, and Distemper ; when admitted ; when discharged ; and in what state.

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79. That

79. That he give notice in writing every *Saturday*, to the Physician and Surgeon, whose turn it is to take in Patients, to the Clergyman whose turn it is to visit, and to the House-Visitors who are appointed for the following week; to the visiting Apothecary every Month before his turn begins; and to the Trustees appointed quarterly by the General Board.

## S E R V A N T S.

80 That the Nurses clean their respective Wards, by Seven in the Morning, from the first of *March* to the first of *October*, and by Eight in the Morning, from the first of *October* to the first of *March*.

81. That the Nurses, and Servants obey the Matron, as their Mistress; that they behave with tenderness to the Patients, and with civility and respect to Strangers.

82. That the Porter carefully attend the Gate, and suffer no In-Patient to go out without leave; and that he inform the Matron of every Stranger that comes into the Infirmary.

83. That he obey the Orders of the  
Physi-



Physicians, Surgeons, and Apothecary ; and do the labouring work of the House, Yard or Garden, when ordered by the Matron ; and that when he is to be absent, upon any such business, he give the Matron notice, that another may be appointed to attend the Gate.

## P A T I E N T S.

84. That no In-Patients go out of the Infirmary without leave from their respective Physician, or Surgeon, first signified to the Matron ; and that no In-Patient lie out of the House on any account whatever, on pain of being discharged for Irregularity.

85. That no Men Patients, go into the Womens Ward, nor Women Patients into the Mens, without leave of the Matron.

86. That they do not swear, curse, behave rudely, or indecently, on pain of being discharged, after the first Admonition, for Irregularity.

87. That no Patient presume to play at Cards, or Dice, or any other Game, or to smook any where within doors.

88. That such Patients as are able be employed in the Service of the Infirmary ;

mary; that they assist in nursing the Patients; washing, and ironing the Linen; washing, and cleaning the Wards; and in any other business, that the Matron shall require.

89. That such In-Patients as are able, be allowed to go to their respective places of Worship, on *Sundays* in the Forenoon, and Afternoon; that they return to the Infirmary directly; and that no Persons be admitted to visit Patients on that day till after Evening Service, without special leave of the Matron.

90. That the Out-Patients be assisted with Advice and Medicines only, and be no other way chargeable to the Society.

91. That they attend exactly, at Eleven o'Clock every *Friday*, and if they absent themselves twice together, without a reasonable cause, to be allowed by their respective Physician, or Surgeon, that they be discharged for Irregularity.

92. That no fresh Medicines be given them, till they deliver their Phials, or Gallipots, and such Medicines as they have not taken.

93. That no Patient presume to loiter about the Infirmary, the Streets or Places adjacent, or to beg any where in the Town, on pain of being discharged for Irregularity.

94. That



94. That no Person discharged for Irregularity, be admitted again a Patient of the Infirmary, on any Recommendation whatsoever ; unless in some very extraordinary cases, to be unanimously approved of by the Weekly Board.

### H O U S E - V I S I T O R S .

95. That the House-Visitors enquire every Day, whether the foregoing Rules concerning Officers, Servants and Patients, have been observed ; particularly, whether the Patients be duly attended ; whether Prayers have been duly read ; whether the Patients, or Servants, have been guilty of Swearing, Drunkenness, any Immorality, or Indecency ; whether the Provisions be good ; and whether any have been carried out, or brought in to the Patients clandestinely : and that they enter what they think observable in a Book provided for that purpose.

96. That the Matron, Apothecary, and Servants, be ready to attend the Visitors in the Board Room ; that when the Visitors enter the Wards, the Servants withdraw, and the Patients stand by their respective Beds.

T H E E N D .